

Chief, Management Staff

13 November 1957

Chief, Records Management Staff

Weekly Report - Week Ending 13 November 1957

1. Contributions

a. Tangible

- (1) Completed 5 new and revised forms.
- (2) The Records Center received 229 cu. ft. of inactive records and eliminated 146 cu. ft.

b. Intangible

- (1) Completed tests on the Biographic Profile Form printed with special electronic conductive ink and found it to be satisfactory for use.
- (2) Presented the advantages of the Subject-Numeric Filing System to a group of representatives of the Materials Division, GNR.

2. Assignments - Active

a. Audit of Records Control Schedules

- (1) Office of Personnel - 90% complete. Completion of schedule pending return of one portion from a division.
- (2) Office of Operations - 50% complete. Schedule now being drafted. One of the suggestions made during the audit resulted in the destruction of 2 cu. ft. of personnel records.
- (3) Office of Research and Reports - Completed revision of schedule for one new division prepared by the Area Records Officer. This office is keeping its schedule current and has submitted changes in 30 items during the past year.

b. Installation of Filing Systems

- (1) GNR - Completed installations in the Agriculture and Chemical Branches of the Materials Division
- (2) Office of Personnel - The Position Evaluation Division has requested an installation.

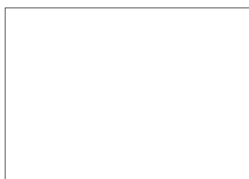
- e. Survey of Personnel-Type Vital Records.
- d. Twenty-three new and revised forms in process.
- e. Forms Management Study, Printing Services Division.
Three unofficial forms used by offices outside of Logistics have been discovered. One of these was a duplicate of an approved Agency form. The others have been brought to the attention of appropriate Area Records Officers.
- f. Review of Requisitions for Filing Equipment and Supplies.
Approved requisitions for 8 pieces of non-safe filing equipment and the purchase of 200 non-standard file folders.
- g. Shelf File Installations
 - (1) Plans submitted approved but being held for necessary funds by office of Communications.
 - (2) Engineering Division, Office of Communications.
- h. Graphics Register Film Index

3. Assignments - Inactive

- a. CI/OA Space Layout and Equipment Survey
- b. Industrial Register Shelf File
- c. Office of Security, Shelf File
- d. Finance Division, Shelf File
- e. Shelf File Installation, Library Office of Communications
- f. Shelf File Installation, Office of Communications/Personnel
- g. Shelf File Installation, Map Library Division, GMR.

4. News

- a. The Area Records Officer, RD/P has reported the destruction of 431 cu. ft. of records for the month of October. This is more than double the volume destroyed during the previous month.
- b. The pouring of concrete floors for the addition to the Records Center has begun.



EGC/S/RMS/

(18 Nov 1957)